



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

Deborah A. Gist
Commissioner

VACANCY NOTICE

JUNE 18, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
DIVISION OF FISCAL INTEGRITY AND EFFICIENCIES
FINANCE OFFICE**

***SR. FINANCE OFFICER FOR RESOURCE ALLOCATION AND MANAGEMENT**

\$74,373 - \$90,373

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **JULY 1, 2010.**

APPLICATION REQUIREMENTS:

Send cover letter, resume and two current letters of reference to:

Rhode Island Department of Education
Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to
lisa.vieira@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE
ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.
(Position is part of Local 2012, AFT)

*** SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575
www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

NON-CLASSIFIED JOB DESCRIPTION

TITLE: Senior Finance Officer for Resource Allocation and Management

GENERAL STATEMENT OF DUTIES: Responsible for developing, leading and implementing procurement activities for the department in accordance with state and federal procurement laws and regulations. Responsible for leading and supervising the development and implementation of state education aid programs and the approval of school construction projects.

SUPERVISION RECEIVED: Works under the supervision of a manager with latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Responsible for the ongoing supervision of assigned staff. Participates in the establishment of performance goals, responsible for performance coaching and employee development and participates in assessment of performance of staff assigned and/or in peer or colleague review, as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS:

Responsible for developing, leading and implementing department procurement policies and procedures.

Serve as the department purchasing agent.

Responsible for the contracting process for grants and consultants under the delegation of authority issued by the Department of Administration.

Responsible for supporting program staff in planning and implementing procurement activities for state and federal resources.

Responsible for leading and supervising the calculation of state education aid programs including developing forms and procedures.

Responsible for leading and supervising the evaluation of state aid systems, making recommendations for improving, developing and maintaining adequate databases; preparing trend analyses; and reporting findings and recommendations, where appropriate.

Responsible for leading and supervising the development and implementation of the process by which the department reviews the need for school construction projects and the related school facilities work.

Responsible for providing education finance information to legislative commissions, districts, state agencies, legislators and the general public including changes to state and federal education finance legislation.

To do related work as required.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Thorough knowledge of school finance and governmental accounting.

Familiarity with elementary and secondary education systems.

Ability to cope with a high degree of variety in assignment.

Demonstrated ability to understand and interpret written procedures and policies and laws.

Demonstrated ability to conduct complex studies, analyses and evaluation thereof.

Strong writing and speaking skills and demonstrated ability to communicate effectively both orally and in writing with various publics.

Knowledge state and federal laws and policies of the Board of Regents pertaining to finance and the state procurement process.

Ability to conduct quantitative analysis.

Ability to operate automated systems.

Ability to interact with various groups and individuals and to work as part of a team.

Knowledge of strategic planning and resource analysis.

EDUCATION: Advanced degree in accounting, business or public administration, finance, or related field of study.

EXPERIENCE: Such as may have been gained through: considerable employment in a responsible position in a governmental agency including experience in finance, systems design, computer applications, general accounting, budgeting/forecasting and strategic planning; experience in report preparation for diverse audiences and in public presentation.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: July 2005